



Assistant Athletic Trainer

Department: Athletics	Job Status: Full Time
FLSA Status: Exempt	Reports To: Head Athletic Trainer
Grade/Level: N/A	Amount of Travel Required: Minimal, as determined by Director of Athletics
Work Schedule: M-F; 8:30 a.m. - 5:00 p.m. (may require evenings and weekends as sports schedules dictate); 10 month position.	Positions Supervised: may include student workers

POSITION SUMMARY:

Under the direction of the Head Athletic Trainer, provides athletic training services for the athletic department.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

Administers emergency or injury care as needed under the direction of the Head Athletic Trainer.

Assists in coordinating the prevention of athletic-related injuries for all male and female intercollegiate athletes.

Maintains a system of injury records on all intercollegiate student-athletes with guaranteed confidentiality.

Assists in the operation of the athletic training room by:

- stocking training tables;
- inventorying and storing medical supplies and therapy equipment;
- controlling and maintaining therapeutic equipment;
- signing in all students for treatment or taping;
- filling out rehabilitation flow sheets;
- maintaining an organized and sanitary training room.

Other Job Function Statements

- Maintains an open line of communication among student-athletes, physicians, coaches, administration and parents as needed through verbal or electronic communication.
- Completes daily practice set up and tear down.
- Monitors assigned student workers.
- Monitors practices and games as directed by the head athletic trainer.

- Prepares and wraps bags as necessary
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, licenses, certifications, skills, abilities, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Bachelor's degree from an accredited college or university in appropriate field. One year related experience.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) State of Texas Advisory Board of Athletic Training, Department of Health Certification* Certification in first aid, Cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AEC) use**

*National Athletic Trainers Association Board of Certification (NATABOC) ** must be obtained or in process prior to one year anniversary.

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To fully meet job expectations, an individual must:

- effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To fully meet job expectations, an individual must have the ability to:

- serve as a positive ambassador of his/her program, the athletic program, and Austin College to all constituents (e.g. parents, alumni, staff, faculty, media, and other coaches);
- travel, to include operating/driving a vehicle;
- exhibit strong collaborative and organizational skills;
- successfully complete the NCAA Division III rules test on a yearly basis;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- work evenings and weekends;
- maintain regular and consistent attendance;
- comply with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies;
- effectively apply knowledge of Austin College academic programs and eligibility standards;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and the public;

- make objective decisions timely and effectively;
- support and endorse the academic program and the highest level of achievement for each student-athlete;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- model high standards of honesty, integrity, trust, ethics, and sportsmanship at all times and expect the same from others.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external students athletes, students, faculty, staff, parents and outside community members.
- Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions. Communicates regularly with Athletic Director and others as needed or requested.
- Teamwork - Willingness and ability to work with others. Encourages and models support of programs other than own.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches students in a positive manner and fosters development.

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are ability to participate in the athletic training program; finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is a training facility with moderate noise and outdoor environments in a variety of climate conditions.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____